

**Hewlett Packard
Enterprise**

Partner Ready Portal: New Partner Registration Process

Quick Reference Guide for New Partners and Users of New
Partner Companies in Latin America (LAR)

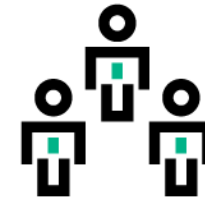


Purpose and target audience

The purpose of this document is to:

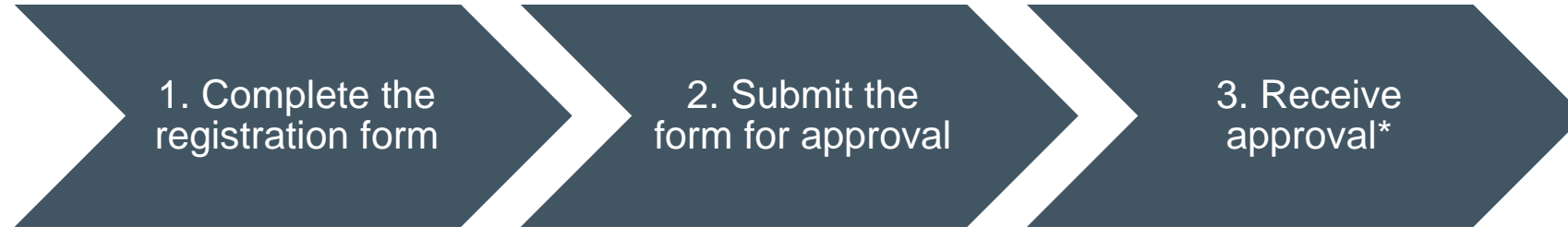
- List the steps to guide new partners and users from a new partner from Latin America (LAR) region to register to the Hewlett Packard Enterprise Partner Ready Portal.
- List the steps to guide new partners from LAR region to complete the partner agreement form.

This training document is for new partners and users from LAR region who are not yet registered on Partner Ready Portal.



Registering as a new partner on the Partner Ready Portal

There are three main steps to register for the Partner Ready Portal as a new partner.



**New partner registration requests will be approved by an internal User Administrator.*

Now let's take a look at how to complete step 1 – completing the registration form.

Step 1: Register

To access the Partner Ready Portal, you must register as a partner and as a user.

Go to **partner.hpe.com** using your preferred browser.

At the login screen, please click the **Register here** link that is located under the sign-in box.

Hewlett Packard Enterprise

Partner Ready Portal

Passport Sign in

User ID

Password

SIGN IN

New User? Register here
Forgot User ID or Password?

1. Click the Register here link.

“Our partners are at the center of everything we do.”

Meg Whitman
Hewlett Packard Enterprise CEO

An easier way to engage

The Partner Ready Portal delivers easier-to-find, personalized sales tools and resources to provide a faster and more collaborative sales engagement, training, demand generation and business management experience. Simply. Profitably. Predictably.

- Direct access to the tools and information you need most
- Integrated and unified path speeds your power to act
- Single, secure and trusted portal brings everything together

Need access to training but not an HP Authorized Partner? [Click here](#)

Step 1: Register (continued)

Clicking the **Register here** link displays a registration form.

Complete all mandatory fields (marked with a red asterisk) with user information, company information, and office information (location).

New User Registration

1 User information 2 Company information 3 Office information 4 Partner administration

*Fields marked with an asterisk are required

User Details

Email*

First Name*

Last Name*

Salutation*

Select ▼

Job Function

CEO
Audit/Risk/Compliance
Education/Training
Finance

?

2. Enter your **Email**, **First Name**, **Last Name**, and select your **Salutation** and **Job Function** within the **User Details** section.

Step 1: Register (continued)

Scroll down to complete additional registration information including your contact details.

Contact Details

Country*

State/Province

City

Zip/Postal Code

Work Phone Number*

Mobile Phone Number

Preferred Language*

3. Enter your contact details within the **Contact Details** section.

Step 1: Register (continued)

Let us know how best to contact you with updates and offers.



Can HPE contact you with additional offers, support updates, and news?

Please indicate your preferences below:

| | | | | |
|-------|----------------------------------|-----|-----------------------|----|
| Email | <input checked="" type="radio"/> | Yes | <input type="radio"/> | No |
| Mail | <input checked="" type="radio"/> | Yes | <input type="radio"/> | No |
| Call | <input checked="" type="radio"/> | Yes | <input type="radio"/> | No |
| SMS | <input checked="" type="radio"/> | Yes | <input type="radio"/> | No |
| FAX | <input checked="" type="radio"/> | Yes | <input type="radio"/> | No |

Security Check*

Enter the Authentication code [?](#)

4. Tailor the communications methods to your needs. Select the appropriate buttons to choose your communication preferences.

5. Enter the authentication code so that we know you're a real person.

6. Click *NEXT*.

Step 1: Register (continued)

Provide at least three characters of your company name in the **Company Name** field to search if the company is already registered.

New User Registration

1 User information 2 **Company information** 3 Office information 4 Partner administration

● Company Search

Please filter your search by entering at least the Locator ID, Tax ID, or Company Name

Locator ID

Tax ID

Company Name*


Country*

City

Zip/Postal Code

Security Check*

Enter the Authentication code



7. Enter the company name.

Note: This step is necessary to check if your company is already available in our database.

8. Enter the verification code and click **SEARCH**.

Step 1: Register (continued)

Since your company will not be found, register your company on the **Company Information** screen.

New User Registration

1 User information 2 **Company information** 3 Partnership 4 Business information 5 Partner administration

+ Company Search

Your search criteria did not return any results. Please change the criteria used, or if your company is not yet a partner, please fill out the form below.

*Fields with an asterisk are required

Company Information

| | | | |
|---------------------|----------------------|----------------|--------------------------|
| Company Name* | <input type="text"/> | Phone Number* | 055 <input type="text"/> |
| Company Legal Name* | <input type="text"/> | Fax Number | 055 <input type="text"/> |
| Country* | Brazil | Company Email* | <input type="text"/> |
| Tax ID* | <input type="text"/> | Company URL* | <input type="text"/> |

Company Legal Address

| | |
|------------------|----------------------|
| Country* | Brazil |
| Street Address* | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City/Town* | <input type="text"/> |
| State/Province* | N/A |
| Zip/Postal Code* | <input type="text"/> |

Mailing Address

Same as Company Address

| | |
|-------------------------|------------------------------|
| Mailing Country | Albania <input type="text"/> |
| Mailing Street Address | <input type="text"/> |
| Mailing Address 2 | <input type="text"/> |
| Mailing City/Town | <input type="text"/> |
| Mailing State/Province | N/A <input type="text"/> |
| Mailing Zip/Postal Code | <input type="text"/> |

As your company is not yet a partner, fill out the form.

9. Enter the company details within the **Company Information** section.

10. Enter the company's legal address within the **Company Legal Address** section.

Step 1: Register (continued)

On the **Partnership** screen, perform the following steps:

New User Registration

1 User information 2 Company information **3 Partnership** 4 Business information 5 Partner administration

To help us better understand your needs, please describe the level of partnership you want to achieve.

- Reseller**
Authorized resellers sell products with an outbound sales force. Reseller partners can also sell added value solutions involving configuration, integration, support of services/products – usually with marketing and sales assistance.
- Original Equipment Manufacturer (OEM)**
OEMs resell our products under their company's own name and branding. We work with our OEMs to provide excellent support on a global basis, top quality products at competitive costs, and thorough understanding of unique needs such as lifecycle events, product customization and third party integration.
- Software**
Software partners support, create and go to market with complete software solutions. We work closely together to provide comprehensive value-added offerings. Software partners can be Reseller Partners, Global Systems Integrators, Technology Partners, Training Partners, Authorised Service Partners and Authorised Support Partners.

11. Select the appropriate checkbox within the Partnership section.

12. Click NEXT.

Step 1: Register (continued)

Please tell us more about your business in the **Business Information** section of the registration form.

New User Registration

1 User information 2 Company information 3 Partnership 4 **Business information** 5 Partner administration

*Fields with an asterisk are required

Business Information
Please enter the Business Information

Form Of Organization

Sales Coverage

Primary Business Model

13. Select the appropriate options from the **Form Of Organization**, **Sales Coverage**, and **Primary Business Model** drop-down menus within the **Business Information** section.

Step 1: Register (continued)

On the **Business Information** screen, perform the following steps:

Selling Methods
Values should add up to 100%

| | | | |
|-----------------------|----------------------------------|--------------------|----------------------------------|
| Auctioning | <input type="text" value="0"/> % | Catalog/Mail Order | <input type="text" value="0"/> % |
| Direct Sales Force | <input type="text" value="0"/> % | Inside Sales Force | <input type="text" value="0"/> % |
| Internet | <input type="text" value="0"/> % | Mass Marketing | <input type="text" value="0"/> % |
| Telemarketing | <input type="text" value="0"/> % | | |
| Total Selling Methods | | 0% | |

14. Tell us about your go-to-market strategy by completing the approximate % breakdown of your **Selling Methods**.

Note: The total selling methods should add up to 100%.

Step 1: Register (continued)

Complete your business information.

| Legal Representative | General Manager |
|---|---|
| First Name * | First Name * |
| <input type="text"/> | <input type="text"/> |
| Last Name * | Last Name * |
| <input type="text"/> | <input type="text"/> |
| Job Title * | Job Title * |
| <input type="text"/> | <input type="text"/> |
| Email Address * | Email Address * |
| <input type="text"/> | <input type="text"/> |
| Work Phone Number * | Work Phone Number * |
| 055 <input type="text"/> | 055 <input type="text"/> |
| Work Fax Number | Work Fax Number |
| 055 <input type="text"/> | 055 <input type="text"/> |
| Mobile Phone Number | Mobile Phone Number |
| 055 <input type="text"/> | 055 <input type="text"/> |
| Is Legal Representative also a General Manager? | |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| <input type="button" value="CANCEL"/> | <input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/> |

15. Enter the **Legal Representative** and **General Manager** details, and choose the appropriate button for the question.

16. Click **NEXT**.

Step 2: Submit

Your Partner Ready Portal Administrator (PPA) has an important role to play with additional responsibility for business tools and user access.

The first person to register as a user will automatically become the company PPA.

Please select your PPA and ensure they're the first person to register as a user for your company.

New User Registration

1 User information 2 Company information 3 Partnership 4 Business information 5 Partner administration

Your company/office needs to have at least one Partner Ready Portal Administrator (PPA), so that access for your company users is managed. As there is no PPA so far assigned, you will be automatically set as a PPA after the registration and validation process is complete.

In case you don't want to keep this role in the future, you can opt out the following way:

- After your application is validated (you will receive an e-mail to confirm), login into Partner Ready Portal
- Designate another existing user from your company as a PPA
- Ask the new PPA to remove your PPA role

You can find more details in the PPA role description document below.

Administrator Responsibilities

As your office's Partner Ready Portal Administrator you will be able to:

- Validate new user registrations
- Activate and deactivate users
- Initiate password resets for your office users
- Manage your office users
- Update your office user details

For more information about an Partner Ready Portal Administrator's role, visit [PPA document description](#)

CANCEL

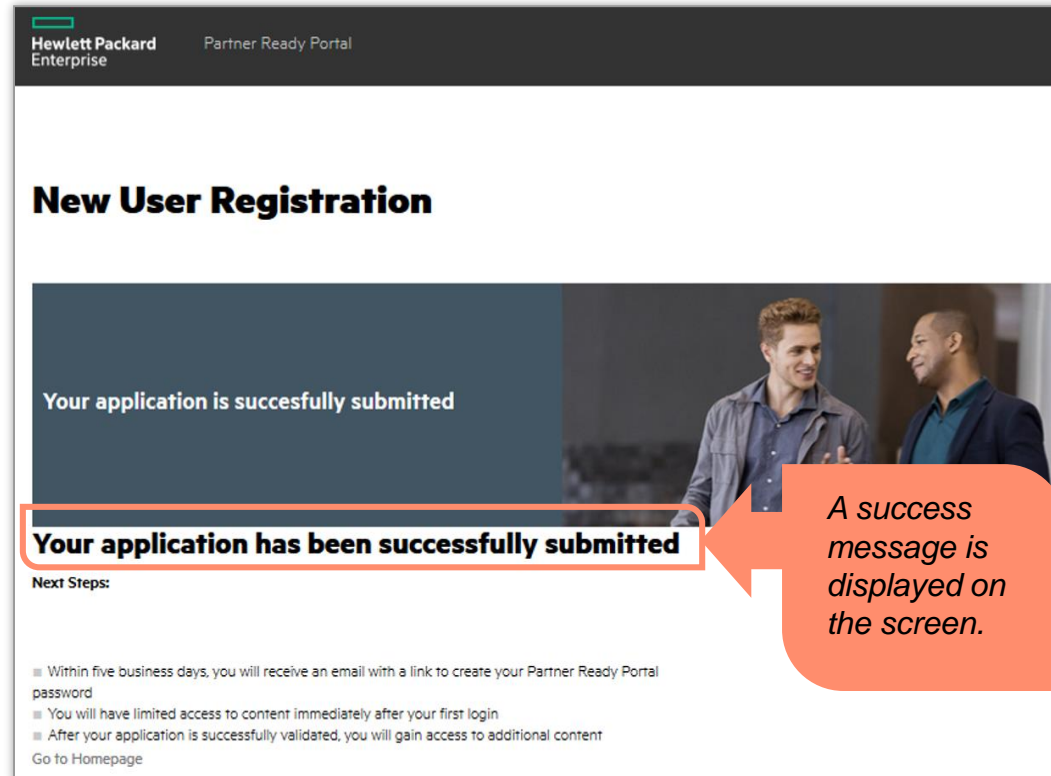
17. Click **SUBMIT**.

SUBMIT

Step 2: Submit (continued)

Once you click **SUBMIT**, a confirmation message displays that the application has been submitted successfully.

The Internal User Administrators will ensure that action is taken on the request within 5 business days.



The screenshot shows the Hewlett Packard Enterprise Partner Ready Portal interface. At the top, the logo and "Partner Ready Portal" are visible. The main heading is "New User Registration". Below this, a dark blue banner contains the text "Your application is successfully submitted". A red callout box highlights the text "Your application has been successfully submitted" in a white box. Below the banner, the "Next Steps:" section lists three bullet points: "Within five business days, you will receive an email with a link to create your Partner Ready Portal password", "You will have limited access to content immediately after your first login", and "After your application is successfully validated, you will gain access to additional content". A "Go to Homepage" link is at the bottom. An orange callout box on the right contains the text "A success message is displayed on the screen." with an arrow pointing to the highlighted success message.

New User Registration

Your application is successfully submitted

Your application has been successfully submitted

Next Steps:


- Within five business days, you will receive an email with a link to create your Partner Ready Portal password
- You will have limited access to content immediately after your first login
- After your application is successfully validated, you will gain access to additional content

[Go to Homepage](#)


A success message is displayed on the screen.

Step 3: Receive approval

Once your account is approved, you will receive a notification to set your password.



Hewlett Packard Enterprise Partner Ready Portal



Dear #TO_NAME#,

Thank you for requesting access to the Hewlett Packard Enterprise Partner Ready Portal.

You have been granted guest access. You will gain full access after an HPE Portal Administrator approves your request.

Please [click here](#) to set your password. The link takes you to the 'forgot password' form where you will enter your new password.

Once you have set your password, please bookmark the login page: www.partner.hpe.com.

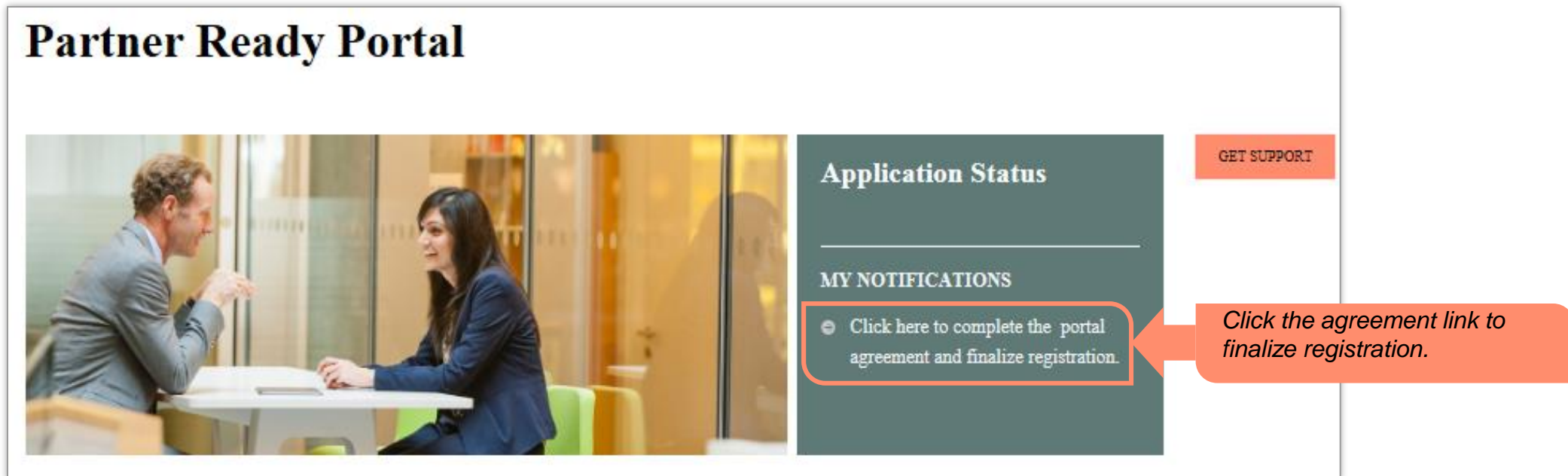
As the first registered user within your company, you will be appointed as the HPE Partner Portal Administrator (PPA). As a PPA, you will be able to:

- Validate portal access requests for new users
- Activate and deactivate users
- Initiate password resets for the users in your office
- Manage all users in your office
- Update user details
- Give your users the right to access specific tools

Best regards,
Your HPE Partner Ready Portal Team

Partner agreement

Once you receive access and login to Partner Ready Portal, click the agreement link from the notification box to begin the Partner Agreement acceptance process.



The screenshot displays the 'Partner Ready Portal' interface. On the left, a man and a woman are seated at a table, engaged in a conversation. The main content area is a dark teal sidebar with the following elements:

- Application Status**: A header section with a horizontal line below it.
- MY NOTIFICATIONS**: A section containing a notification with a circular icon and the text: "Click here to complete the portal agreement and finalize registration." This notification is highlighted with an orange border.
- GET SUPPORT**: A button located to the right of the sidebar.

An orange callout box with an arrow pointing to the notification contains the text: "Click the agreement link to finalize registration."

Partner agreement (continued)

The **Partner agreements** screen specific to the LAR region is displayed. This screen includes the following information:

Step #1 – Complete the Agreement Form

Please make sure you complete the required information after pressing the **Next** button.

Step #2 – Upload the required documents

During form completion, you need to upload the required legal documents for your country.

Please upload them using a zip file with a maximum size of 10 MB.

Step #3 – Application Review

After submitting all necessary documentation, the HP team will review and contact you directly for further details, if needed.

Once your application is accepted, you will receive a notification in your inbox.

Partner agreement form



To become an HP Partner, please complete the following steps:

Step #1 – Complete the Agreement Form

Please make sure to complete all required information after pressing the “Next” button.

Step #2 – Upload the required documents

During form completion, you need to upload the required legal documents for your country.

Please upload them using a zip file with a maximum size of 10 MB.

Step #3 – Application Review

After submitting all necessary documentation, the HP team will review and contact you directly for further details, if needed.

Once your application is accepted, you will receive a notification in your inbox.

Click Next.

NEXT

Partner agreement (continued)

On clicking the **Next** button, an agreement form opens.

Enter appropriate details within the agreement form.



Hewlett Packard Enterprise Partner Ready Portal

Partner agreement form

* Fields marked with an asterisk are required.

Non-proliferation screening

It is important that you answer the following question in order for you to be able to continue with the application process:

Are you aware or have knowledge of the use of HP products, services or technical data that you distribute or handle during the normal course of business that suggests the recipient is engaged in any of the following activities?

- Research on, or the design, development, manufacture, construction, testing, or maintenance of any nuclear explosive device, system, or component;
- Research on, or the design, development, manufacture, construction, operation, or maintenance of any nuclear reactor or other nuclear-related facility that is not subject to International Atomic Energy (IAEA) safeguards.
- Research on, or design, development, manufacture, construction, operation, or maintenance of any facility involved in the chemical processing of nuclear materials, the production of heavy water, the separation of nuclear isotopes, or the fabrication of nuclear fuel containing plutonium;
- The design, development, production, or use of rocket systems or unmanned air vehicles, and the end-user is not a NATO-member government or prime contractor working on behalf of a NATO-member government;
- The design, development, production, stockpiling, or use of chemical or biological weapons;
- A maritime nuclear propulsion project.

Yes No

After reading the non-proliferation screening information, select the appropriate button.

Partner agreement (continued)

Enter appropriate details within the agreement form.

| | |
|--|---|
| Your information First name John Last name Doe Email john.doe@company.com | Company Address Company name Company LTD City/town Country United Kingdom |
| Primary Contact First name * Last name * Email * Primary job role * | |
| Physical address Address 1 * Address 2 Country * Select One | City * Postal code * State/Province * Select One |

The **Your information** and **Company address** sections are auto-populated.

Enter the primary contact details in the **Primary Contact** section.

Enter the physical address details in the **Physical Address** section.

Partner agreement (continued)

Enter appropriate details within the agreement form.

| Legal representative | Second legal representative |
|----------------------|-----------------------------|
| First name * | First name |
| <input type="text"/> | <input type="text"/> |
| Last name * | Last name |
| <input type="text"/> | <input type="text"/> |
| Email * | Email |
| <input type="text"/> | <input type="text"/> |
| Primary job role * | Primary job role |
| <input type="text"/> | <input type="text"/> |

Enter the legal representative details for the partner in the **Legal Representative** section.

If there is an additional legal representative, enter their details in the **Second Legal Representative** section.

Partner agreement (continued)

After you have entered all the appropriate details within the agreement form, and uploaded the necessary legal documents, click **Submit**.

Legal documents *

For completing the Partner Agreement procedure you need to send to us the following documents:

- * Certificate of Registration - CUIT
- * Copy of constitution or statute and its changes
- * Copy of Power of attorney or a copy of the designation duly registered
- * Invitation Letter

The documents needs to be in .zip format and have maximum 10 MB.

UPLOAD

CANCEL

NEXT

*Click the **Upload** button to upload the listed legal documents necessary to complete the partner agreement procedure.*

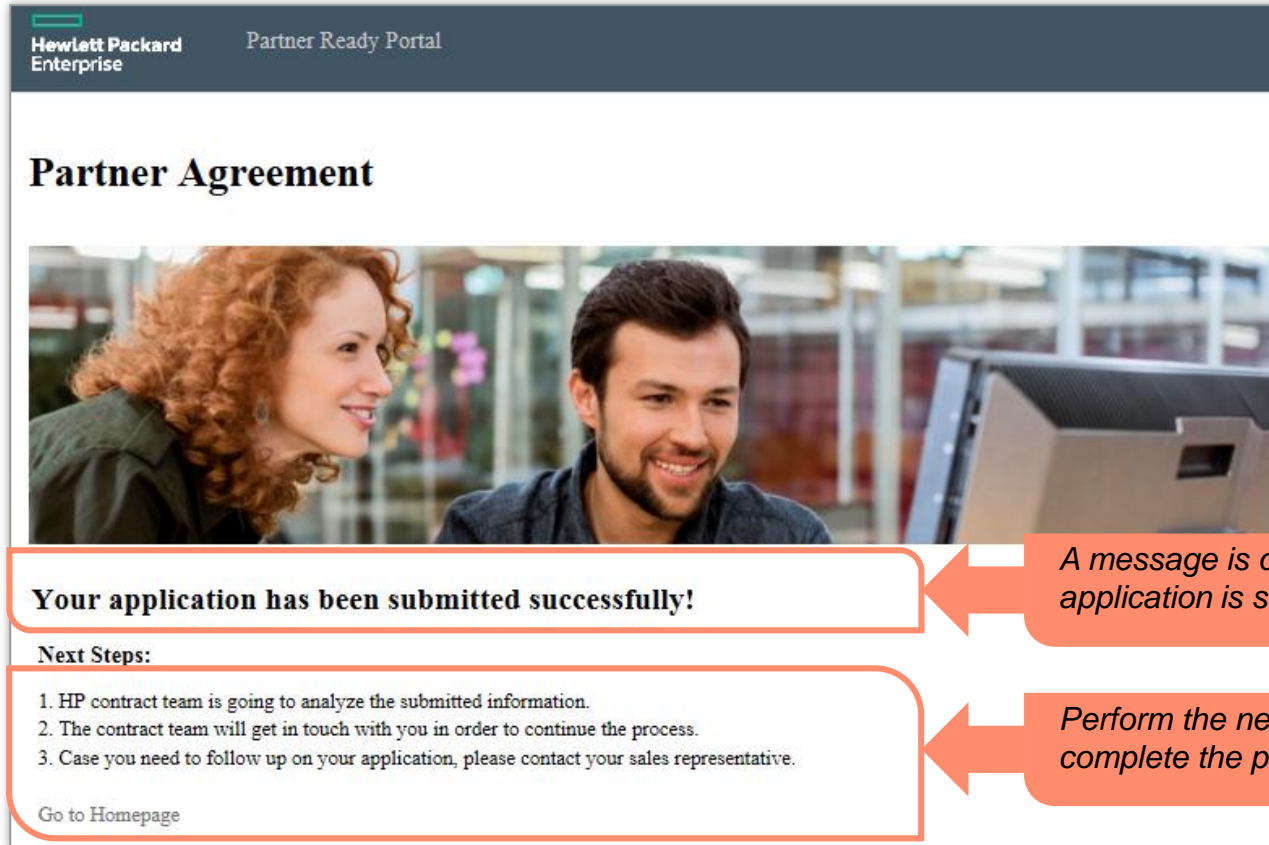
***Note:** The document needs to be in .zip format and have maximum 10 MB.*

*Click **Next**.*

NOTE: Please refer to the **Appendix** to find out the list of documents that needs to be submitted for your country.

Partner agreement (continued)

On clicking **Submit**, a confirmation message is displayed to the user that the agreement form has been submitted successfully.



The screenshot shows the Hewlett Packard Enterprise Partner Ready Portal. The page title is "Partner Agreement". Below the title is a photograph of a woman with red curly hair and a man with a beard looking at a computer monitor. The main content area contains a confirmation message: "Your application has been submitted successfully!". Below this message is a section titled "Next Steps:" with a list of three items: "1. HP contract team is going to analyze the submitted information.", "2. The contract team will get in touch with you in order to continue the process.", and "3. Case you need to follow up on your application, please contact your sales representative.". At the bottom of the content area is a link that says "Go to Homepage".

Your application has been submitted successfully!

Next Steps:

1. HP contract team is going to analyze the submitted information.
2. The contract team will get in touch with you in order to continue the process.
3. Case you need to follow up on your application, please contact your sales representative.

[Go to Homepage](#)

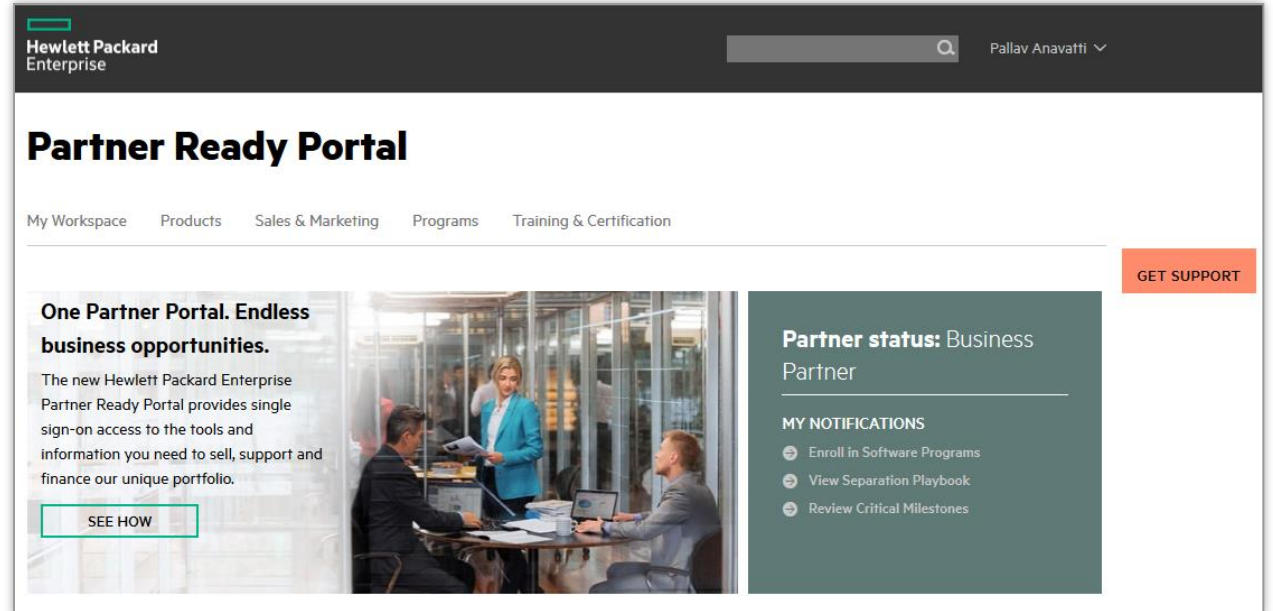
A message is displayed that the application is submitted successfully.

Perform the next steps in order to complete the process.

Partner Ready Portal home page (partner view)

This screen displays the Partner Ready Portal home page as it appears to Hewlett Packard Enterprise partners after logging in.

The home page looks different depending on a user's profile and regional preference.



Appendix

List of legal documents

| Country | Documents to be attached in the email | |
|-----------|--|---|
| Brazil | <p>Language: English</p> <ol style="list-style-type: none"> 1. Social Contract or Statutes submitted to the Chamber of Commerce 2. Invitation Letter | <p>Language: Portuguese</p> <ol style="list-style-type: none"> 1. Contrato Social (enviar o consolidado, caso a empresa não possua consolidado, enviar o contrato social com todas as alterações) 2. Certidão de Distribuição de Processos Cíveis da Justiça Estadual e da Justiça Federal 3. Carta de Invitación |
| Argentina | <p>Language: English</p> <ol style="list-style-type: none"> 1. Certificate of Registration – CUIT 2. Copy of constitution or statute and its changes 3. Copy of Power of attorney or a copy of the designation duly registered 4. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Constancia de Inscripción de Clave Única de Identificación Tributaria (CUIT) 2. Copia de Acta Constitutiva o Estatuto y sus modificaciones 3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta 4. Carta de Invitación |
| Paraguay | <p>Language: English</p> <ol style="list-style-type: none"> 1. Certificate of Registration – CUIT 2. Copy of constitution or statute and its changes 3. Copy of Power of attorney or a copy of the designation duly registered 4. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Constancia de Inscripción de Registro Unico de Contribuyentes (RUC) 2. Copia de Acta Constitutiva o Estatuto y sus modificaciones 3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta 4. Carta de Invitación |

List of legal documents

| Country | Documents to be attached in the email | |
|---------|---|---|
| Uruguay | <p>Language: English</p> <ol style="list-style-type: none"> 1. Certificate of Registration – CUIT 2. Copy of constitution or statute and its changes 3. Copy of Power of attorney or a copy of the designation duly registered 4. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Constancia de Inscripción de Clave Única de Identificación Tributaria (CUIT) / Registro Unico de Contribuyentes (RUC) (Tax ID) 2. Copia de Acta Constitutiva o Estatuto y sus modificaciones 3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta 4. Carta de Invitación |
| Peru | <p>Language: English</p> <ol style="list-style-type: none"> 1. Proof of the RUC Number (Registro Unico de Contribuyente) 2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative 3. A document that records the indicated representative designation 4. Validity of the representative's ability in front of the Public register of the corporate body 5. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 6. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Comprobante del número de Registro Único de Contribuyente (RUC) 2. Inscripción en el Registro Público de las Personas Jurídicas. Acta Constitutiva, Constitución o Testimonio 3. Documento donde conste la designación del representante indicado 4. Vigencia de poder del representante ante el Registro Público de personas jurídicas 5. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada 6. Carta de Invitación |

List of legal documents

| Country | Documents to be attached in the email | |
|---------|--|--|
| Bolivia | <p>Language: English</p> <ol style="list-style-type: none">1. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative2. A document that records the indicated representative designation3. Validity of the representative's ability in front of the Public register of the corporate body4. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none">1. Inscripción en el Registro Público de las Personas Jurídicas. Acta Constitutiva, Constitución o Testimonio2. Documento donde conste la designación del representante indicado3. Vigencia de poder del representante ante el Registro Público de personas jurídicas4. Carta de Invitación |
| Ecuador | <p>Language: English</p> <ol style="list-style-type: none">1. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative2. A document that records the indicated representative designation and the validity of the representative's ability3. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature4. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none">1. Constancia de Inscripción de la Sociedad y Copia del Instrumento de constitución de la Sociedad2. Documento donde conste la desigancion del representante indicado con poder en vigencia3. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada4. Carta de Invitación |

List of legal documents

| Country | Documents to be attached in the email | |
|-----------|---|--|
| Chile | <p>Language: English</p> <ol style="list-style-type: none"> 1. Trade Registration Certificate (CBRS) 2. Copy of Power of attorney or a copy of the designation duly registered 3. Certificate of Registration – RUT 4. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Copia de Inscripción social con vigencia del conservador de bienes raíces (CBRS) 2. Copia de la escritura de poder, con facultades suficientes con certificado de vigencia notarial 3. Copia de constancia de inscripción del Registro Unico Tributario (RUT) 4. Carta de Invitación |
| Colombia | <p>Language: English</p> <ol style="list-style-type: none"> 1. Certificate of Registration – NIT 2. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 3. Chamber and Commerce Certificate, no more than three months 4. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Copia del Número de Identificación Tributaria (NIT) 2. Copia de la Cédula o documento de Identidad del Representante legal y su firma autorizada 3. Certificado de Cámara y Comercio no mayor a tres meses 4. Carta de Invitación |
| Venezuela | <p>Language: English</p> <ol style="list-style-type: none"> 1. Certificate of Registration – RIF 2. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 3. Power of attorney if they are not reflected in the charter 4. Document Registry and Statutory constitutively 5. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Copia del Régimen de Incorporación (RIF) 2. Copia de la Cédula o documento de Identidad del Representante legal y su firma autorizada 3. Poder del Representante Legal en caso de que no aparezca reflejada en el acta constitutiva y que demuestre sus facultades para obligar a la compañía 4. Registro Mercantil ó Documento Constitutivo-Estatutario 5. Carta de Invitación |

List of legal documents

| Country | Documents to be attached in the email | |
|----------------|--|--|
| Centro America | <p>Language: English</p> <ol style="list-style-type: none"> 1. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative 3. Articles of Corporate Bylaws | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada 2. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscrita 3. Acta Constitutiva |
| Mexico | <p>Language: English</p> <ol style="list-style-type: none"> 1. Company's charter 2. Tax identification (RFC) 3. Proof of Address 4. Power of attorney if they are not reflected in the charter 5. Copy of Passport or Identification Document of the Legal Representative 6. Invitation Letter | <p>Language: Spanish</p> <ol style="list-style-type: none"> 1. Acta Constitutiva 2. Cédula de Identificación Fiscal- Registro Federal de Contribuyentes (RFC) 3. Comprobante de Domicilio 4. Poder del Representante Legal en caso de que no aparezca reflejada en el acta constitutiva 5. Identificación del Representante Legal- Instituto Federal Electoral (IFE) 6. Carta de Invitación |
| Caribbean | <p>Language: English</p> <ol style="list-style-type: none"> 1. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature 2. Certificate issued by local authorities (Commercial Registrar's Office) certifying that the person that signed has indeed sufficient legal representative 3. Articles of Corporate Bylaws | |



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Thank you